



## DEPARTMENT OF PUBLIC HEALTH POSTING OF VACANCY

DPH Employees are strongly encouraged to apply

### Organizational Development Specialist

Planning – Planning & Workforce Development

POSTING DATE: April 9, 2012

CLOSING DATE: April 16, 2012

**PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**OPEN TO:** The Public

**POSITION CONTROL NUMBER: 099614YW NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION**

**LOCATION:** 410 Capitol Avenue, Hartford, CT

**SHIFT/HOURS:** 1<sup>st</sup> Shift/40 hours/week

**SALARY GROUP/RANGE:** MP 62/\$72,741-\$93,304

**NOTE:** Candidates must have applied for and passed the **Organizational Development Specialist** exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**Preferred Skills:**

- Experience in public health management, planning or public policy development;
- Experience facilitating group processes and leading teamwork with staff
- Experience adapting and applying performance management and quality improvement in a public health setting;
- Experience planning, designing and evaluating public health quality improvement initiatives;
- Experience establishing and maintaining working relationships with public and private health care organizations, providers and stakeholders;
- Experience with policies, procedures, state and federal laws, statutes and regulations for public health programs and services ;
- Experience with quality improvement processes, methods and tools such as, lean management, Plan Do Study Act (PDSA), pareto charts, force field analysis, SMART matrix, SWOT analysis, Gantt charts, prioritization matrix.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of current organizational development principles and practices; knowledge of current behavioral science methodologies; knowledge of quality management principles and techniques; knowledge of and ability to apply management principles and techniques; knowledge of human resource management; knowledge of relevant agency policies and procedures; knowledge of relevant state and federal laws, statutes and regulations; knowledge of internal consultant practices; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to manage group processes; ability to assess training needs and determine objectives.

**EXPERIENCE AND TRAINING**

**General Experience:**

Eight (8) years of professional experience in organizational development, quality management, organizational performance improvement or human resources management.

**Special Experience:** One (1) year of the General Experience must have primarily involved responsibility for planning, developing, coordinating and implementing quality planning processes and organizational development programs for the purpose of improving organizational efficiency and effectiveness.

**Note:** 1.) Organizational development is defined as analysis and diagnosis of an organization for planned change efforts, the development and execution of successful planned change efforts, creation of a high performance organizational culture, leadership development and quality management which supports the agency's purpose, vision and mission. 2.) If organizational development was not the primary focus of your job but was a significant responsibility, documentation and verification must be provided. This experience will be pro-rated accordingly.

**Substitutions Allowed:**

1.) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four years for a Bachelor's degree. 2.) A Master's degree in organizational development, organizational leadership, organizational theory and or behavior, human resources management or a closely related field may be substituted for one (1) additional year of the General Experience. 3.) A doctoral degree in organizational development, organizational studies, organizational learning or a closely related field may be substituted for one (1) additional year of the General Experience. 4.) For state employees, experience as a Curriculum Manager or Training Program Specialist may be substituted for the General Experience on a year for year basis.

**PLEASE NOTE:** This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST COMPLETE AND FORWARD THE APPROPRIATE "State of Connecticut Application Form for Examination and Employment" (Form CT-HR-12) (ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE), NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM, TO:**

Department of Public Health  
410 Capitol Avenue, MS #13PER  
PO Box 340308  
Hartford, CT 06134-0308  
FAX: 860-509-7860 (if faxing, only one application is necessary)  
EMAIL: [dph.recruitment@ct.gov](mailto:dph.recruitment@ct.gov)

\* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

**THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES.**